

**SECRET**

1 July 1969

MEMORANDUM FOR :

**Executive Officer  
Office of Personnel**

25X1A

SUBJECT

: Cable Secretariat Personnel Situation

- I. As of 1 July 1969, the Cable Secretariat personnel situation is as follows:

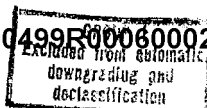
25X1A

- B. All twelve of our summer-only employees are on duty (eight on days; four on the 1530-2400 shift).
- C. Our expected losses in the next sixty days are two.
- D. Our expected gains in the next sixty days are two.

**Executive Officer**

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1. As of Monday, 16 June 1969 the Cable Secretariat personnel situation is as follows:

- 25X1A a. [redacted] permanent employees on duty (nine short of our T/O of [redacted])  
b. Four summer only employees on duty out of twelve.  
c. Our expected losses in the next 60 days are three.  
d. Our expected gains in the next 60 days are two regular plus eight summer employees.  
e. We have four part time employees working full time for the summer months. In the fall part time employees work four hours a nite or twenty hours a week and two part time employees occupy one full slot. (If these part time employees were still working part time, our vacancies as of today would be eleven.)

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2. [redacted] memo to the Executive Director-Comptroller dated 19 May 1969 states that the real difficulty was the need for male clerks. I would like to add another difficulty and that is, that Cable Secretariat clerks are expected to work nites. It should be made clear that while we would like male clerks (because our experience has shown that they work out better - especially for nite work) we will accept females who are willing, able, and ready to work the odd hours required.

3. Difficulties in staffing the Cable Secretariat properly and keeping it staffed stems directly from the personnel pipe line drying up. I believe that if and when we become fully staffed we should continue to recruit in order to keep the pipe line full. Col. White's authorization to allow overages of up to 10 percent over the Cable Secretariat T/O will help us keep fully staffed. However, this authority cannot be used to achieve a 10 percent overage when no losses are anticipated.

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4. Based on our projected workloads for FY 1970, we need a T/O of [redacted] 13 over our present T/O, and for FY 1971, we need a T/O of [redacted] 23 over our present T/O.

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As of 10 July 1969, the Cable Secretariat personnel situation is as follows:

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- B. All twelve of our summer-only employees are on duty (eight on days; four on the 1530-2400 shift).
- C. Our expected losses in the next sixty days are <sup>3-</sup>~~two~~.
- D. Our expected gains in the next sixty days are two.

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*7 are on T/O - but not destined for C-S-*